Truck Routing

Sales	Purchasing	Inventory	Cu					
Sales Order Entry								
<u>B</u> uy	<u>B</u> uy Sheet							
Bat	Batch <u>P</u> ick							
Truck <u>R</u> outing								
Batch Pick <u>T</u> icket Print								
Batch In <u>v</u> oice Orders								
Batch Invoice Print								
Inv	Invoice Register (End of Day)							
Sal	Sales Order <u>H</u> istory Lookup							
Ord	der <u>L</u> abel Print							
Ord	der <u>C</u> onfirmati	on						
Rou	ute <u>O</u> rder Con	firmation						
C <u>a</u> s	sh Receipts							
Tru	ck <u>M</u> anifest R	eport						
Pay	ment Registe	r						
Cre	<u>d</u> it Hold Relea	ise						
Cat	ch <u>W</u> eight Hol	ld Release						

Truck Routing will allow you to organize the stops on each route making the route more efficient saving your driver's time and you money.

Truck Routing		
Ship Date	08/07/12	Load Orders
Current Route		

Select the **Ship Date** and then click **Load Orders**.

By default all orders not assigned to a route will display in the Blank truck route.

Truck Routi	ing														-									×
Ship Date	08	/07/12	1	Loa	d Ord	ers															<u>C</u> an	cel	<u>A</u> ccept	
Current Rout	e -B	LANK																					Terebe	
Order #	Name	9					Addr	ess 1					С	ity			State	Zip	Code		Weight	Ship \	/ia	•
		ISTAIR:			4200			ARKET POST		D				ARREN DRTH I		TOWN	RI RI	028			392.00 791.00	SR2 PICKU	P	
	_																							
		k 01	02	03	04	05	06	07	08	09	10	11	12	16	17	18	19	20	21	23	25			
	?																							
Stops	2		0		0		5	0	0	0	0		0	1	0	0	0	0	0		0			
LBs (100s)	12	2 0	0	15	0	0	13	0	0	0	0	0	0	10	0	0	0	0	0	0	0			

To move an order to another route, simple click and drag the order to the route you want it to be on, release the mouse button once the order is over the truck picture for the correct route

Click on the truck picture under the truck ID to see what orders are assigned to that route.

Ship Date Current Ro	08/07/12 Load Orders					<u>C</u> anc	el <u>A</u> ccept	-
Order #	Name	Address 1	City	State	ZipCode	Weight	Ship Via	
1686	PINELLI'S CAFE	701 QUAKER LANE	WEST WARWICK	RI	02893	196.00	PICKUP	
5005	AJ'S RESTAURANT	1365 MAIN ST	WEST WARWICK	RI	02893	80.00	SR2	9
1684	TWIST	336 BALD HILL ROAD	WARWICK	RI	02886	940.00	SR2	
		1040 0 4// 414/41 41//5	CRANSTON	RI	02920	20.00	SR2	
1676	ATHENIAN DELI-A2010	1242 OAKLAWN AVE.	CIGHIDTON	154	02520	20.00		

To organize the orders in the correct stop order, click on the order you want to move and click the move up or move down button until the order is in the correct spot.

Truck Routing			
Ship Date	08/07/12 Load Orders	Cancel	Accept
Current Route	-BLANK		2

Once you have organized all the truck routes click Accept to save the new truck route stop order.

Truck Manifest Report

Sales Purchasing Inventory Cu Sales Order Entry Buy Sheet Batch Pick Truck Routing Batch Pick Ticket Print Batch Invoice Orders Batch Invoice Print Invoice Register (End of Day) Sales Order <u>H</u>istory Lookup Order Label Print Order Confirmation Route Order Confirmation Cash Receipts Truck Manifest Report Payment Register Credit Hold Release CatchWeight Hold Release

The truck manifest report will allow you to print two different reports that the driver can take with them on their route.

🐨 Truck Manifest Report -	01-SR2SOFTWARE, INC.	"Developer version	- Not fo	r resale" 🛛 🗙
Ship Date	12/20/16			
Truck Route Selection	From	To		Select Multiple Routes
Report Options-				
Print Truc	k Driver Manifest Report	Only		
Print Cust	omer Information		✓	
Preview R	eport		✓	
				Print

Ship Date: Enter in the ship date of the orders.

Truck Route Selection: Enter in a truck route, a Range of routes, or all routes.

- Print Truck Driver Manifest Report Only: Print the truck driver manifest instead of the truck manifest report.
- **Print Customer Information:** Check this box if you would like to print the address and contact information for the customer.
- Preview Report: Check this box if you would like this report to display on the screen

Example of the Truck manifest report with contact information.

MANIFE 1-800-	ST 214-5045	SR2SOFTWARE, Truck Manifest	INC. Report	05/27/15 Page: 1
	Truck Rte.:	- ZZZ		
Stop	Customer #	Customer Name	Order #	Invoice Amt.
ROUTE	: 01			
1	A1010	AQUIDNECK PIZZA-A1010 27 AQUIDNECK AVE.	5854	272.05
		MIDDLETOWN, RI 02840 GUS/LISA/TELLY	401-849-3356	
		6 TO 10		
2	A1010	AQUIDNECK PIZZA-A1010 27 AQUIDNECK AVE.	5857	909.42
		MIDDLETOWN, RI 02840 GUS/LISA/TELLY	401-849-3356	
		6 TO 10		
3	A1000	A-1 PIZZA (N)-A1000 306 BROADWAY NEWPORT, RI 02840	5844	1,240.72
		ANGELA/DAVID	401-849-2214	
		AFTER 2:00PM		

Example of the Truck Driver manifest report with contact information.

MANIFE 1-800-	ST 214-5045	SR2SOFTWARE, I Driver Manifest H			05/27/15 Page: 1	
	Truck Rt	:e.: - ZZZ				
	Dri	ver:				
	Truck Ro	oute: 01				
Stop	Order #	Customer Name	Payment	Terms	Invoice Amt.	Time In Time Out
1	5854	AQUIDNECK PIZZA-A1010 27 AQUIDNECK AVE. MIDDLETOWN, RI 02840		Net 14 Days	272.05	
		GUS/LISA/TELLY	401-849-3356			
2	5857	AQUIDNECK PIZZA-A1010 27 AQUIDNECK AVE. MIDDLETOWN, RI 02840		Net 14 Days	909.42	
		GUS/LISA/TELLY	401-849-3356			
3	5844	A-1 PIZZA (N)-A1000 306 BROADWAY NEWPORT, RI 02840		Net 10 Days	1,240.72	
		ANGELA/DAVID	401-849-2214			
4	5851	A-1 PIZZA (N)-A1000 306 BROADWAY NEWPORT, RI 02840		Net 10 Days	1,241.62	
		ANGELA/DAVID	401-849-2214			